Rollout/Conversion Strategy - TRACS 2.0.3.A HOTMA Note – If any Dates Are Adjusted, All Subsequent Date Will Be Adjusted

			Team	
Milestone	Description	Proposed Deadline	Responsible	Impacted by
	HUD provides responses to clarification			
	requests related to HOTMA that impact			
	TRACS. There are unanswered questions			
HOTMA TRACS	critical to the continued development of the			
Clarification	MAT Guide.	4/15/2023	OAMPO Policy	
	Clarification & Guidance necessary to			
	commence policy development, forms			
	development and compliance training for			
Non-TRACS HOTMA	HUD, CAs, owner/agents and other industry			
Clarifications	stakeholders.	8/1/2023	OAMPO Policy	
	Specification and Edits to the MAT Guide		,	
	Complete – Assuming Draft of 50059,			
TRACS 2.0.3.A MAT	50059A, voucher and Special Claims forms			
Guide	are provided.	4/30/2023	TRACS	HOTMA TRACS Clarification
	TRACS Forms approval – either approve or			
	remove forms from TRACS OMB approval			
	request (e.g., First Reminder Notice that is not			
TRACS Forms	compliant anyway).	8/31/2023	TRACS	OMB
	Leases, 9887, EIV & You Brochures, FACT			
	Sheet How Your Rent is Determined. Should			
	be provided with the 120 Day AR Reminder			
	Notice sent 9/1/2023 advising residents they			
Non-TRACS Forms	will have new leases effective 1/1/2024.	Unknown	OAMPO Policy	OMB OAMPO Policy
	TRACS Database made available for CA and			
	site software testing. Will announce			HOTMA TRACS Clarifications, MAT
2.0.3.A Testing	continuing dates for Sprint 2 and Sprint 3.	4/4/2023 Sprint 1	TRACS	Guide & TRACS Forms Approval
	TRACS and CA software begins accepting			
	both 2.0.2.D & 2.0.3.A Transmissions. For			
	2.0.3.A transmissions, 2023 Vouchers and			
	Certifications effective in 2023 will use pre-			
	HOTMA rules as indicated in the MAT Guide			HOTMA TRACS Clarifications, MAT
2.0.3.A Go Live	and will include other 2.0.3.A changes. 2024			Guide & TRACS Forms Approval,
Transition	vouchers and Certifications effective in 2024	9/1/2023, 10/1/2023???	TRACS	Testing

Rollout/Conversion Strategy - TRACS 2.0.3.A HOTMA Note – If any Dates Are Adjusted, All Subsequent Date Will Be Adjusted

			Team	
Milestone	Description	Proposed Deadline	Responsible	Impacted by
	will include HOTMA and other 2.0.3.A			
	changes.			
	Site software starts implementation of			
	TRACS 2.0.3.A. For all certifications			
	effective in 2023, and submitted under			
	2.0.3.A, pre-HOTMA rules are applied per the			
	MAT Guide. All certifications effective from			
	1/1/2024 through 4/30/2024 and submitted			
	under 2.0.2.D, must be corrected within three			
	months of implementing TRACS v 2.0.3.A			
	(first three voucher submissions). If 2.0.3.A			
	corrections cannot be completed 30 days or			
	more before the effective date of the 2024			
	certification and if there is an increase to			
	Tenant Rent, the OA has 90 days (three			
	voucher submissions) to submit an HOTM			
	Miscellaneous Accounting Request to offset			
	the retroactive increase.) 2023 vouchers are	10/1/2023(can be same		
Sites Begin	submitted using Pre-HOTMA rules when they	day as TRACS or CA as		HOTMA TRACS Clarifications, MAT
Implementation of	would apply (e.g., HOTM Misc. Accounting	applicable but no later	Site Software	Guide & TRACS Forms Approval,
2.0.3.A	Request Code is not valid on a 2023 voucher)	than 1/31/2024)	Vendors	TRACS Go Live
	All certifications effective 5/1/2024 or later	Starting with		
Mandatory Rule for	must be created incorporating HOTMA	certification effective	TRACS, CA,	Enforcement of this rule must be
2024 Certifications	changes and using 203A software.	5/1/2024.	OA	automated at CA and TRACS level.
		Starting with 3/2024		
Mandatory Rule for	Starting with 3/2024 voucher, all vouchers	voucher submitted	TRACS, CA,	Enforcement of this rule must be
2024 Vouchers	must be submitted using TRACS v 2.0.3.A	2/2024.	OA	automated at CA and TRACS level.
	Voucher that include the HOTM	Starting with 5/2024		
Mandatory Rule for	Miscellaneous Accounting Request Code are	voucher submitted	TRACS, CA,	Enforcement of this rule must be
2024 Vouchers	not valid after voucher month 5/2024.	4/2024.	OA	automated.
				HOTMA TRACS Clarifications, MAT
SW Transition	Last Day site or CAs can send a 2.0.2.D		Site Software	Guide & TRACS Forms Approval,
Complete	Transaction. Implementation for all sites	1/31/2024	Vendors	TRACS Go Live

Rollout/Conversion Strategy - TRACS 2.0.3.A HOTMA Note – If any Dates Are Adjusted, All Subsequent Date Will Be Adjusted

			Team	
Milestone	Description	Proposed Deadline	Responsible	Impacted by
	complete as of this date. CAs may establish			
	an earlier deadline.			
	All 2024 certification created using 2.0.2.D			
	(Pre-HOTMA rules) are corrected in 2.0.3.A			<u></u>
Site Completes	applying new HOTMA rules. These			Non-TRACS HOTMA Clarifications,
Retroactive	corrections must be submitted with one of the			Non-TRACS Forms, Site and CA
Implementation of	first three vouchers submitted after			Software Deadline for Implementing
HOTMA Rules	implementation of 2.0.3.A.	10/1/2023 - 4/10/2024	Owner/agents	2.0.3.A
	Full implementation of HOTMA including			
	submission of any necessary corrections		TRACS, CA,	All 2024 certifications include
Transition Complete	complete.	4/10/2024	OA, HUD AEs	HOTMA changes.